# MINUTES
# BROWN COUNTY HOUSING AUTHORITY
# Monday, April 24, 2017, 3:30 p.m.
# City Hall, 100 N. Jefferson Street, Room 604
# Green Bay, WI 54301

**MEMBERS PRESENT:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, and Corday Goddard

**MEMBERS ABSENT:** Andy Williams

**OTHERS PRESENT:** Lori DeGrave, Robyn Hallet, Matt Karney, Pat Leifker, Eric Pritzl, Mackenzie Reed-Kadow, Cheryl Renier-Wigg, and Stephanie Schmutzer

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the February 20, 2017, meeting of the Brown County Housing Authority. (00:08)

A motion was made by T. Deidrick and seconded by A. Nicholson to approve the minutes from the February 20, 2017, Brown County Housing Authority meeting. Motion carried.

**COMMUNICATIONS:**

None

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program: (00:26)
   - A Preliminary Applications
     P. Leifker reported that for the month of March, there were 145 preliminary applications received.
   - B. Unit Count
     The unit count for the month of March was 3,150.
   - C. Housing Assistance Payments Expenses
     The March HAP expenses totaled $1,339,428.
   - D. Housing Quality Standard Inspection Compliance
     There were a total of 446 inspections, of which 173 passed the initial inspection, 104 passed the reevaluation, 125 resulted in a fail, and 44 were no shows.
   - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
     P. Leifker reported on data through March 2017. There were 289 port outs with an associated HAP expense of $254,867. ICS was overspent by $1,827.33 and the FSS program was underspent by $586.52.
   - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

M. Reed-Kadow reported there were 88 program participants in the FSS program. Of that number, 47 are at level one, 20 in level two, 12 in level three, and nine in level four. There was one new contract signed, no graduates, 38 open escrow accounts, and 53 homeowners. She proceeded to share a success story of one of the program participants.

G. VASH Reports (new VASH and active VASH)
There were no new VASH clients and 28 active participants in the VASH program.

H. Langan Investigations Criminal Background Screening and Fraud Investigations
For the month of March, there were no new investigations assigned, one previous investigation was closed, and five remain active. There were 49 applications processed, 46 were approved. Of the 49 initial applications, 38 originated from Green Bay, followed by De Pere with eight. Of the six fraud investigations in March, five occurred in Green Bay and one in De Pere.

I. Quarterly Langan Denials report
For the first quarter of 2017, there were three denials. One was due to disorderly conduct, the next from drug possession and the last was from reckless homicide, all found on websites that ICS doesn't have access to.

J. Quarterly Active Cases Breakdown
As of April 1, 2017, 52 percent of head of households are elderly or disabled, and 36 percent of head of households are not elderly or disabled, but have earned income. Nine percent are not elderly or disabled, have no earned income, and have dependents. Three percent are not elderly or disabled have no earned income and have no dependents.

K. Quarterly End of Participation
For the first quarter of 2017, there were 85 terminations; the two largest reasons were voluntary termination and late annuals.

L. Quarterly Customer Service Satisfaction
L. DeGrave stated that for the customer service report for the first quarter of 2017, 89 percent of clients rated ICS's service "excellent", nine percent rated it as "very good" and two percent rate it as "good".

**OLD BUSINESS:**
None

**NEW BUSINESS:**
3. Consideration with possible action on approval of updated Utility Allowances for the Housing Choice Voucher Program. (09:08)

P. Leifker reported that the proposed Utility Allowances are very similar to last years, with slight increases to the cost of gas. If approved, these new Utility Allowances would be effective July 1, 2017.

A motion was made by A. Nicholson and seconded by T. Deidrick to approve the Utility Allowances as proposed. Motion carried.

4. Consideration with possible action regarding possible partnership with Brown County Department of Health and Human Services. (11:57)

R. Hallet introduced Eric Pritzl, Director of the Brown County Department of Health and Human Services. E. Pritzl explained a reoccurring issue with the Department of Health and Human Service's clients is access to safe housing that supports their recovery. E. Pritzl and R. Hallet began discussions about how their departments could create a partnership to develop a pilot program to address this need. The focus would be clients with mental health commitments who have court ordered requirements.

R. Hallet explained that she and E. Pritzl have been discussing the possibility of the Authority purchasing property that the Authority would own and manage, renting it out to such clients. The Department of Health and Human Services would provide case management to ensure the clients' success.

R. Hallet explained that although the Brown County Housing Authority doesn't currently own and manage housing, the Green Bay Housing Authority does and since the two Housing Authorities use the same staff, cross training and sharing of staff would make for an easy transition for the BCHA to own and manage property. The involvement of the BCHA instead of the GBHA is desirable because this endeavor would encompass the entire county rather than restricting it to the City of Green Bay. Another issue that has been discussed is the possibility of creating a program that promotes or incentivizes more private landlords to rent to this population, thus eliminating the need for either Housing Authority to own property for this purpose.

A. Nicholson asked where the money for any such endeavor would come from. E. Pritzl explained that the Brown County Board of Supervisors approved a study to help determine the number of people in the community who are affected by this issue, but regardless, we'd want to start with a small pilot program, then look at expanding.

A. Hartman and A. Nicholson expressed concern that neighbors will be resistant to such a program and that heavy expectations will need to be placed on the participants. A. Hartman voiced that a lot of work will need to be done upfront to lay the groundwork and calm fears.

T. Deidrick gave an analogy to the resistance that was faced with the creation of group homes; however, over time, the fears diminished because the program was successful. He expressed that staff should continue to look at different scenarios and ideas. He also expressed that he'd prefer this partnership include working with landlords over the Authority owning property.

A. Nicholson stated he does not like this idea because the people in his district will not accept it. He also stated he does not like the idea of the Authority owning property.

R. Hallet commented that the clientele who would be served are already living in our community, often living in the shadows and that involvement in such a program would help hold them accountable and be less of an economic burden on society. She also explained that the Vera Institute is currently accepting proposals through a Request for Proposals from PHAs that would like technical assistance to develop reentry programs for ex-offenders. She explained that there are approximately sixty PHAs in the nation known to be involved in re-entry programs. Some Commissioners expressed a desire to know more about the experiences of the PHAs

who have already become involved in such programs. It is not known if a comprehensive study has been complied but staff could look for such information.

C. Goddard expressed he's willing to explore this further, but he doesn't believe we're ready to apply for the RFP. The idea of owning property is entirely new to the Authority, so more time is needed to explore this.

A motion was made by A. Nicholson to deny a possible partnership with the Department of Health and Human Services. No second was made.

A motion was made by T. Deidrick to proceed with investigating a partnership further, that the Authority submit a proposal for the RFP, and try to gather as much information as possible. No second was made.

A motion was made by C. Goddard to continue to explore the partnership and to get information on the existing PHA re-entry programs before taking the next step.

E. Pritzl interjected that there are efforts to add funding to the State budget for resources for such initiatives. Since the State budget is still pending, funding is unknown at this point but may be known as early as June.

C. Goddard amended his motion to continue to explore successful programs but to bring this back again when the State budget has passed and it's known if there is money to support this. T. Deidrick seconded the motion. C. Goddard, T. Deidrick and A. Hartman voted in favor; A. Nicholson voted nay. Motion carried.

5. Consideration with possible action regarding the composition of the Brown County Housing Authority Board of Commissioners. (52:15)

R. Hallet explained a HUD requirement for a Resident Commissioner, which is an individual who is a participant of the HCV program. There is a program participant who is willing to join, but since the board is limited by State statutes to five commissioners, one of the existing commissioners must be removed to make room for the Resident Commissioner. At the suggestions of the County Executive, R. Hallet spoke to each commissioner individually about this and then placed it on the agenda to be discussed today.

A. Nicholson stated that he had spoken to the County Executive about this and that A. Williams contacted A. Nicholson about expanding the Authority. A. Nicholson expressed a desire to table this item until A. Williams can attend a meeting to participate in this discussion. R. Hallet expressed concern with waiting because per the bylaws, the May meeting is when the election of officers is to be held and it would be appropriate for the composition of the Authority to be settled prior to the election of officers. A. Nicholson stated he would like to hear more about expanding the Authority.

A suggestion was made that A. Williams send an email to commissioners about his research regarding the make-up of the Authority and then it can be decided if a special meeting should be scheduled. A. Hartman agreed to send such an email to A. Williams. R. Hallet agreed to inquire with Corporation Counsel about the possibility of postponing the election of officers.

A motion was made by A. Nicholson to table this agenda item until more information is received from A. Williams and seconded by C. Goddard. Motion carried.

**BILLS AND FINANCIAL REPORT:**

6. Consideration with possible action on acceptance of BCHA bills. (73:44)

S. Schmutzer addressed the bills that were provided in the packet. She explained that they were slightly larger than normal because of the cancelled meeting in March, combining two months of bills.

A motion was made by A. Nicholson and seconded by C. Goddard to accept the February and March BCHA bills. Motion carried.

7. Consideration with possible action on acceptance of the BCHA financial report. (74:12)

S. Schmutzer noted that the report was normal and the goal for fraud recovery is close to being met.

A motion was made by A. Nicholson and seconded by C. Goddard to accept the BCHA financial report. Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

8. Review section of Lead the Way training. (74:44)

Authority members reviewed the My Board worksheet, discussing the listed questions as they apply to each commissioner regarding their experience and involvement in the community.

R. Hallet stated there are two modules of the Lead the Way training remaining and suggested that Risk Management be the next module for the Authority to complete and be reviewed at the June meeting.

9. Presentation of State of Homelessness in Brown County. (82:05)

A motion was made by A. Nicholson and seconded by C. Goddard to table this agenda item until June. Motion carried.

R. Hallet handed out parking permit renewals for any Commissioners who needs a parking pass to attend Authority meetings at City Hall.

10. Date of next meeting: May 15, 2017.

**Note:** The May BCHA meeting will be a joint meeting with the Board of Directors of Integrated Community Solutions.

A motion was made by A. Nicholson and seconded by C. Goddard to adjourn at 4:53 p.m. Motion carried.

MAK:RAH